



Indiana Department of Education

SUPPORTING STUDENT SUCCESS

MEMORANDUM

TO: Program Administrators and Treasurers

FROM: Teresa Neely, Coordinator of Title I
Hazel Beasley, Controller

DATE: June 25, 2010

SUBJECT: Reimbursement Forms for Title I

As mentioned in the June 7th memo, the reimbursement forms for Title I programs will be located within the Title I Application Center. This form will be available on June 28, 2010. The Title I Application Center can be found at: <http://www.doe.in.gov/TitleI/reporting.html>. This form will replace the previous reimbursement form that was available on the Title I website.

1. After logging into the Title I Application Center, you will find the Reimbursement Form listed under Corp Reports.
2. Enter the contact email of the person completing the report.
3. Select the appropriate year for the funds you are requesting.
4. Select the month.
5. Select the 1st or 15th of the month for a distribution request.
6. Select the appropriate grant for reimbursement. Please note that you will need to complete a reimbursement form for each grant. If the grant is a part of the Title I Application Center, the approved amounts from your budget will automatically be displayed in the approved amount on this form. If the application is an off-line application (1003(g) Basic and ARRA, ARRA School Improvement, and ARRA Delinquent) you will not see approved amounts.
7. Complete the form to include the amounts requested for reimbursement.
8. Click the update total and then the submit button.
9. If the form does not go back to the initial welcome page, there is an error on the form that needs corrected.

In order to be eligible for a reimbursement, you must have an approved application. Reimbursement forms must be submitted on or before the 1st and 15th of each month or funding will be delayed until the next distribution.

The IDOE strives to make these transitions as seamless as possible for you and your staff. If you have questions regarding either of these items, please contact our office at 317.232.0540.